



FedTraveler.com End User Training

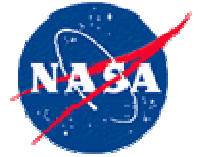


ARC eTravel Team

April 2009

- **ARC eTravel Overview**
 - eTravel Timeline
 - ARC Implementation Approach and Roles
 - FedTraveler.com Training
- **FedTraveler.com End User Awareness**
 - User Accounts in FedTraveler.com
 - First Time User Log In and Profile Set Up
 - Domestic Travel Process
 - Travel Preferences for Travelers
 - Signing an Expense Report

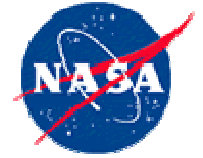
What is eTravel?



- eTravel is a mandated program, part of the original E-Gov initiatives outlined by the President, designed to improve the internal efficiency and effectiveness of the federal government.
- NASA selected *FedTraveler.com*, a GSA vendor solution which is currently being used by other Federal agencies, to provide a commercially-hosted travel solution that provides end-to-end online travel services including:
 - Built-in online booking engine (OBE) for travel reservations
 - Ability to create travel authorizations
 - Ability to create expense reports



FedTraveler.com - Process Changes

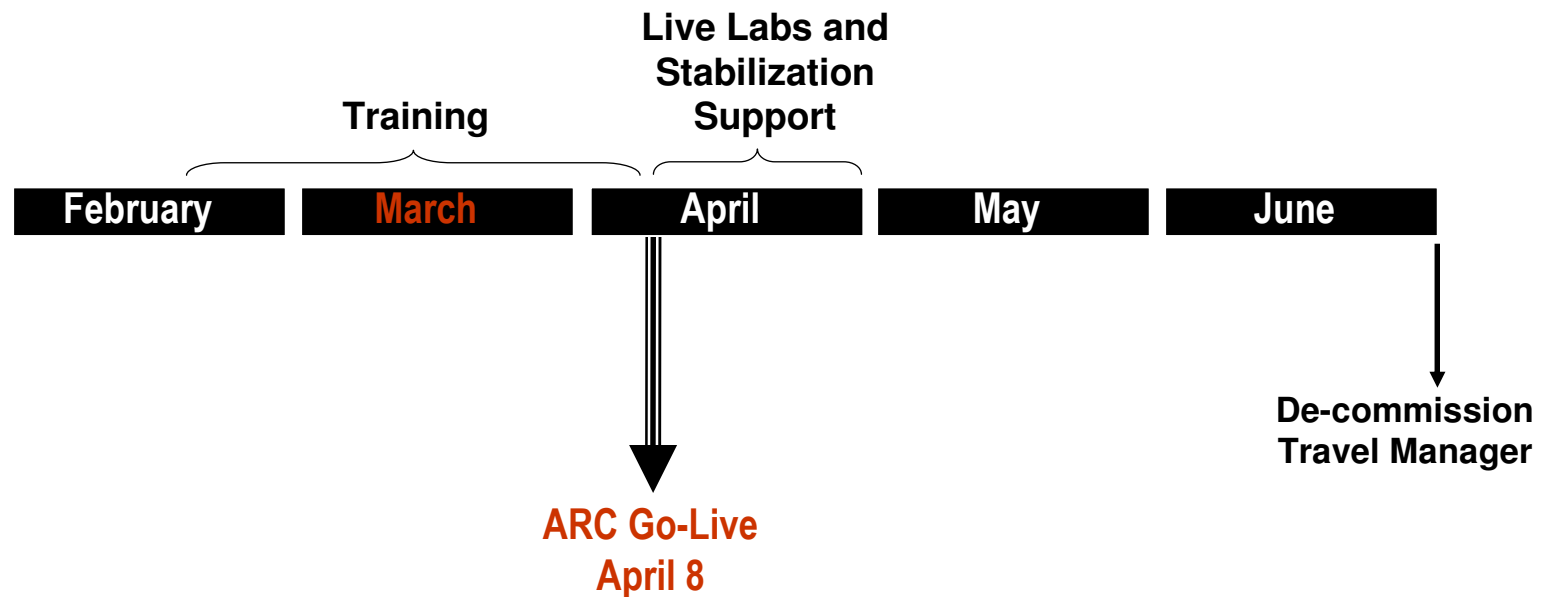


- What are the features of FedTraveler.com that are different from Travel Manager?
 - Provides an end-to-end online travel system, including online reservations
 - Supports government travel policies and procedures
 - Charges airfare to a centrally-billed account
 - Provides the ability to fax receipts into the system
- While Travel Manager was a system NASA owned and operated, FedTraveler.com is an eGov initiative. NASA is paying for a service, not buying the application.

What is the eTravel Timeline?

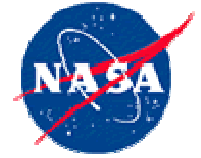


- eTravel will go live at ARC on April 8, 2009
- Live Labs:
 - April 8-10, 10am-12pm, N241 / 149
 - April 13-24, 10am-12pm, N204 / 101A
- Travel Manager will be fully “de-commissioned” 3 months after Agency Go-Live





ARC eTravel Implementation Approach and Roles



Implementation Approach

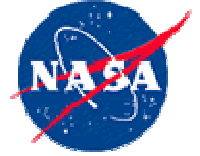
- ARC is using a centralized implementation approach
 - All travel preparation and support will be conducted in the Central Travel Office (CTO); travelers will have minimal responsibilities

Travel Roles

- CTO Preparers
 - Contracted staff, located in a central office under Code C
 - Create travel reservations, authorizations and expense reports on behalf of travelers
 - Use the FedTraveler.com Online Booking Engine; if needed remote CI Travel Agents will be available
 - Trained in policy, regulations, system functionality



ARC eTravel Implementation Approach and Roles



- **Travelers:**
 - Create User Profile
 - Submit *Travel Request and Expense Report Worksheets* to Central Travel Office (CTO) Preparers
 - Sign expense reports
- **Fund Certifiers (currently in Travel Manager known as Reviewers)**
 - Assigned to each 6-digit funded program
 - Verify that the proper 6-digit funded program, internal order and object class are being used
 - Ensure adequate funding
- **Approvers (currently known in Travel Manager as Management Approvers)**
 - Act as the travelers' supervisors
 - Review and approve travel authorizations with trip purpose, trip dates and expenses
 - Review and approve expense reports with receipts

If Travel Manager account is active...

- Traveler will automatically have a travel account created in FedTraveler.com
- Two separate e-mail notifications will be sent to all travelers with member ID and password on April 8.

If Travel Manager account is not active...

- E-mail notification will be sent to travelers describing steps to request a new Fedtraveler.com account within IDMax (<https://idmax.nasa.gov>)

First Time Traveler Log In and Setup



In the FedTraveler.com log-in box, type your Member ID and initial PIN, then click the log-in button to begin the process of obtaining your temporary PIN.



FedTraveler.com An EDS Solution *moving people not papersm*

FedTraveler.com E-Gov Travel Service (ETS) is a comprehensive, end-to-end service to plan, book, track, approve, and request reimbursement for travel services for the Federal employee.

FedTraveler.com Login

Member ID

PIN

[Login](#)

[Login Help](#) [Forgot your PIN?](#) [Privacy Act](#)

FedTraveler.com Status

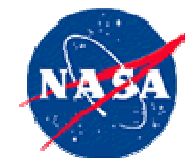
✓ FedTraveler.com is available for Travel Planning and Expense Reporting.

Online Booking Engine is available.

@nasa

Latest News	Policies & Programs	Travel Planning	help & Support
<ul style="list-style-type: none"> • Transportation Issues Rules on Lithium Batteries • Emergency and Non-Emergency After Hours Services Defined • Fliers will have to pay to check a second bag • FedTraveler.com Transaction Fee Updates Effective through 11/11/2008 <p>More...</p>	<ul style="list-style-type: none"> • Domestic Per Diem Rates • Airfare: City Pairs • Privately Owned Vehicle (POV) Mileage Rates • Lodging: FedRooms • Federal Travel Regulation (FTR) • Joint Federal Travel Regulation (JFTR) • Travel Card: SmartPay 	<ul style="list-style-type: none"> • Airline Links • Flight Tracker • Security Checkpoint Wait Times • Currency Converter • Time Zone Converter • Airport Delays • Weather and Maps • Department of State Travel Advisories 	<ul style="list-style-type: none"> • FedTraveler.com Support Center • FedTraveler.com Tutorial

First Time Traveler Log In and Setup



- New User page displays the first time you log in.
- Verify your e-mail address.
- Note the this page states SSN but as of April 7, that field will be called Unique Traveler Number and is populated with your Universal Uniform Personal Identification Code (UUPIC).
- Click the Submit button.

Log Off

Page Help

Use this page to verify that your Social Security Number (SSN) and e-mail address are correct.

1. If your e-mail address is incorrect, highlight it and type in the correct e-mail address.

2. If your e-mail address is correct, verify your SSN.

Printable Job Aids

FAQs and Support

"How To"

New User

Welcome to FedTraveler.com

Welcome to FedTraveler.com, LAURA! Email and Social Security Number (SSN) are integral parts of our system since eTickets and system notifications are sent to you electronically. For this reason, we must **verify that your email address and SSN are correct**. Please enter the email address that you use at work so we can start the verification process. If the information is not valid, please log out the system and contact your System Administrator. Otherwise, please proceed by pressing the submit button.

Verify email address and SSN, then click 'Submit'

Email Address:

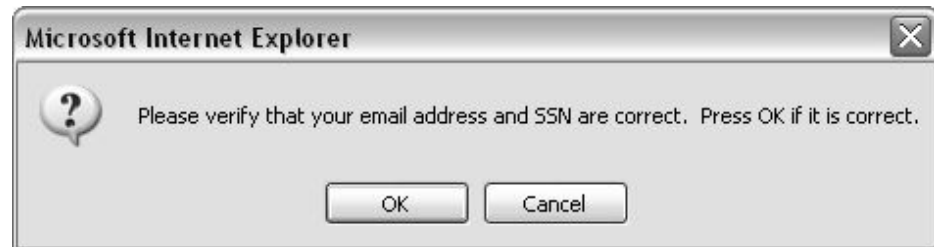
SSN: 200505151

Submit

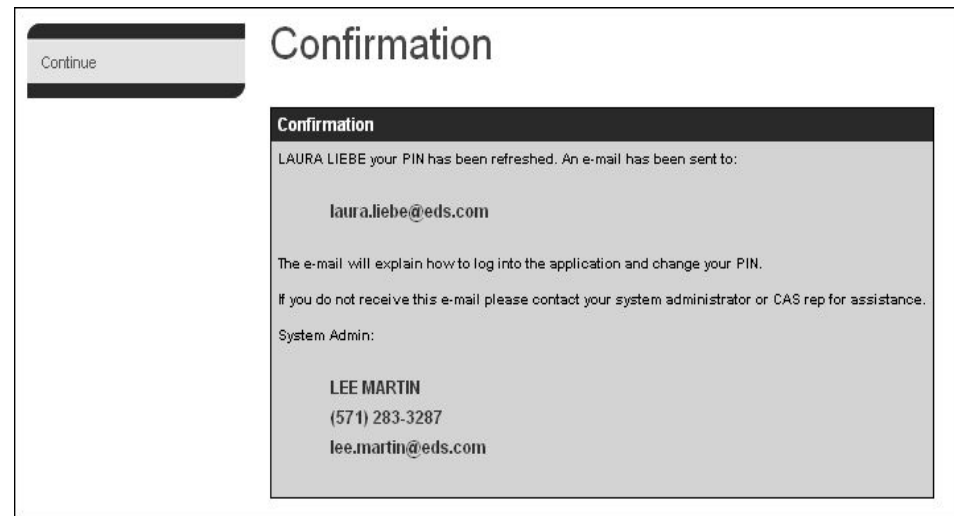
First Time Traveler Log In and Setup



- Click the OK button.



- The Confirmation page is displayed, stating your PIN has been refreshed and sent to your e-mail address.
- Click the Continue menu option to return to the Log-in page. You will be automatically logged off of FedTraveler.com. A new log-in page is displayed.
- After you have retrieved your PIN from your e-mail, return to the log-in page.



First Time Traveler Log In and Setup



Type your Member ID and temporary PIN, then click the login button.



FedTraveler.com An EDS Solution *moving people not papersm*

FedTraveler.com E-Gov Travel Service (ETS) is a comprehensive, end-to-end service to plan, book, track, approve, and request reimbursement for travel services for the Federal employee.

FedTraveler.com Login

Member ID

PIN

[Login](#)

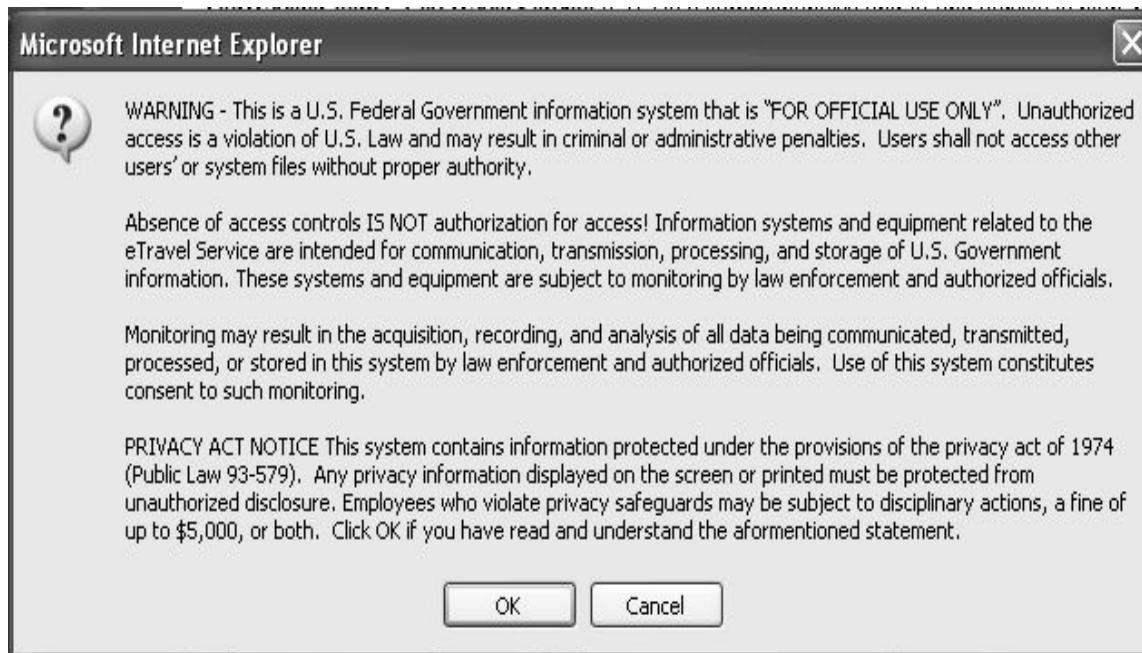
[Login Help](#) [Forgot your PIN?](#) [Privacy Act](#)

FedTraveler.com Status

- ✓ FedTraveler.com is available for Travel Planning and Expense Reporting.
- ✓ Online Booking Engine is available.

Latest News	Policies & Programs	Travel Planning	Help & Support
<ul style="list-style-type: none"> • Transportation Issues Rules on Lithium Batteries • Emergency and Non-Emergency After Hours Services Defined • Fliers will have to pay to check a second bag • FedTraveler.com Transaction Fee Updates Effective through 11/11/2008 <p>More...</p>	<ul style="list-style-type: none"> • Domestic Per Diem Rates • Airfare: City Pairs • Privately Owned Vehicle (POV) Mileage Rates • Lodging: FedRooms • Federal Travel Regulation (FTR) • Joint Federal Travel Regulation (JFTR) • Travel Card: SmartPay 	<ul style="list-style-type: none"> • Airline Links • Flight Tracker • Security Checkpoint Wait Times • Currency Converter • Time Zone Converter • Airport Delays • Weather and Maps • Department of State Travel Advisories 	<ul style="list-style-type: none"> • FedTraveler.com Support Center • FedTraveler.com Tutorial

- The “FOR OFFICIAL USE ONLY” and PRIVACY ACT NOTICE dialog box is displayed.
- Click the OK button.

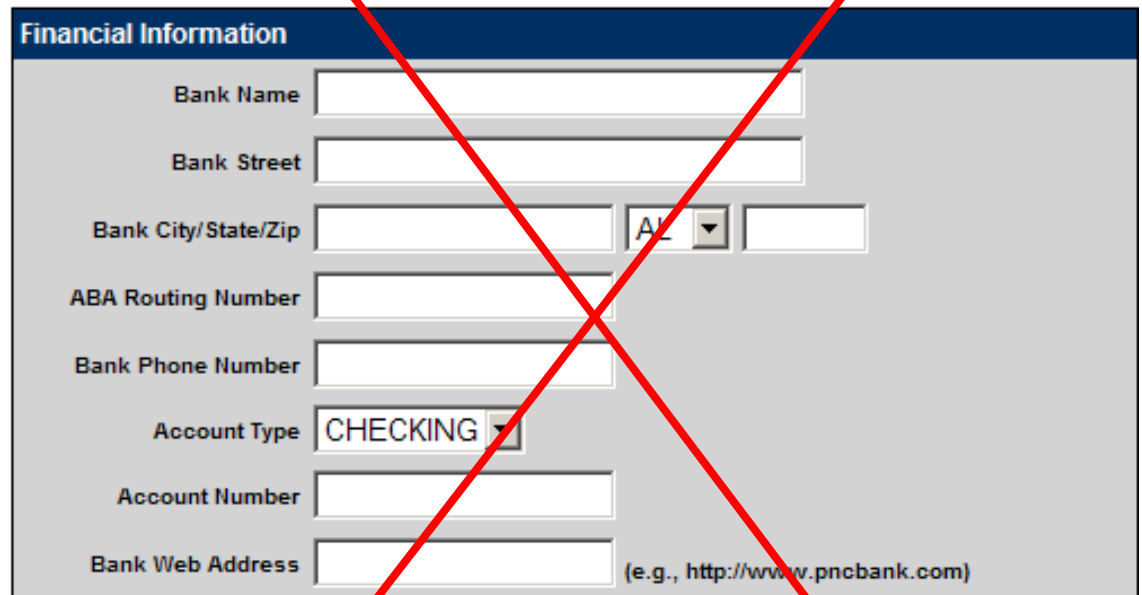


- The Personal Information page is displayed.
- Review the information for accuracy and modify as necessary.
- Enter Default Airport Code.
- All fields with a red asterisk (*) are required.

Personal Information:		225-11-0000	
* First/MI/Last Name	SHARON		TESTER
* Home Street	100 MAIN ST		
* City/State/Zip/Country	WASHINGTON	DC	20001 USA
* Home Phone	(202) 555-XXXX		
Default Airport Code	IAD		

All items with the * are required!

- Financial Info Page.
- Do not complete this page.
- Leave blank!

A screenshot of a 'Financial Information' form, which is crossed out with a large red 'X'. The form contains the following fields: Bank Name, Bank Street, Bank City/State/Zip (with a dropdown menu showing 'AL'), ABA Routing Number, Bank Phone Number, Account Type (with a dropdown menu showing 'CHECKING'), Account Number, and Bank Web Address (with a placeholder example: 'http://www.pncbank.com').

First Time Traveler Log In and Setup



- The Employment Information page is displayed.
- Review the information for accuracy and modify as necessary.
- Enter alternate personal e-mail address for possible after hours contact.
 - **PIN REFRESHES WILL BE SENT TO THIS E-MAIL ADDRESS. DO NOT PUT ANOTHER PERSON'S EMAIL ADDRESS IN THIS FIELD.**
- It is not required to fill out “Employee Type” and “Security Clearance”.
- Do not click “block incoming e-mail messages”.

Employment Information

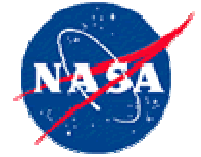
Job Title	<input type="text"/>		
Office Address	<input type="text"/>	Room Number	<input type="text"/>
Office City/State/Zip	<input type="text"/>	AK <input type="text"/>	<input type="text"/>
Office Phone	<input type="text"/>	Office Ext	<input type="text"/>
		Office Fax	<input type="text"/>
Employee Type	<input type="text"/>	Security Clearance	None <input type="text"/>
* E-Mail Address	<input type="text"/>		
Alternate E-Mail Address	<input type="text"/>		

☐ Click here if this is an invitational traveler.

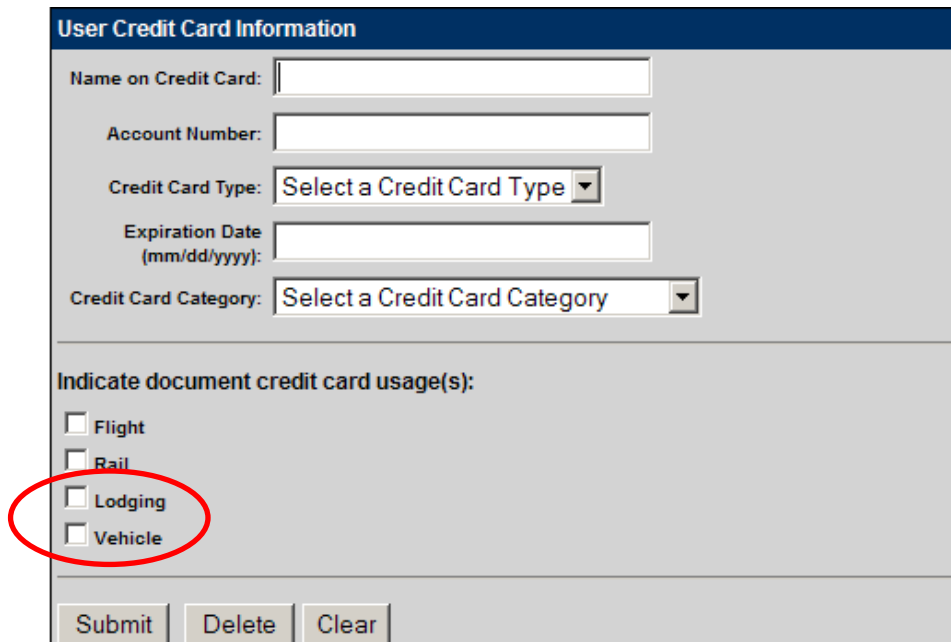
☐ Click here to block incoming email messages from FedTraveler.com.

*** All items with the * are required ***

First Time Traveler Log In and Setup



- The Credit Card Information page displays.
- Review the information for accuracy and modify as necessary.
- A valid Government Travel Card (also called an Individually Billed Account, IBA) or Personal Credit Card is required.
- To indicate Government Travel Card usage, check off Lodging and Vehicle.
 - Note: Transportation will be to the Centrally Billed Account.
- Click the Submit button.



User Credit Card Information

Name on Credit Card:

Account Number:

Credit Card Type:

Expiration Date (mm/dd/yyyy):

Credit Card Category:

Indicate document credit card usage(s):

☐ Flight

☐ Rail

☐ Lodging

☐ Vehicle

First Time Traveler Log In and Setup



- Enter the temporary PIN in the old PIN field & create/confirm the new PIN.
- Answer the two Security Questions needed to refresh your PIN using the FORGET YOUR PIN? Link on Fedtraveler.com homepage.
- Click the **Save User Profile** button.

Your PIN is required to meet the following criteria:

- Must be at least 8 characters.
- Must be less than 17 characters.
- First and last characters must be alphabetic.
- Must consist of a combination of alphabetic, numeric and special characters.
- Special characters are ! @ # \$ % ^ & * () > <

Change PIN to save your profile.

Old PIN

New PIN

Confirm New PIN

PIN example: ABC#123Z

Save User Profile

Modify Security Questions / Answers

Security Questions

What was the first concert you attended?

What city does your nearest sibling live in?

Security Answers

The following characters are not allowed in the security answers: < > @ & % ' ;

- You MUST accept the Rules of Behavior (RoB) in order to access FedTraveler.com
- All users are required to accept the RoB annually.
- Select the “I have read and accept the RoB” radio button at the bottom of the screen.
- Click the Submit button.

Rules of Behavior

1. INTRODUCTION

The following Rules of Behavior shall be followed by all users of FedTraveler eTravel Services (eTS) with respect to its individual components. The eTS will be a United States Federal Government computer service that is "FOR OFFICIAL USE ONLY." The service shall be subject to monitoring; therefore, no expectation of privacy shall be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

The rules delineate responsibilities of, and expectations for, all individuals with user accounts to be established for the eTS service. Non-compliance of these rules may result in denial of access to the service and/or other actions that are commensurate with the non-compliance activity.

2. ACCESS

FedTraveler users shall obey the following access rules:

- Only use data for which you have been granted authorization.
- Do not retrieve information for someone who does not have authority to access the information. Only give information to personnel who have access authority and have a need to know for their GSA jobs.
- Do not access, research, or change any user account, file, directory, table, or record not required to perform your OFFICIAL duties.
- Do not store sensitive files on a PC hard drive if access to the PC or files cannot be physically or technically limited.

2.1 Account Registration

2.2 Logging On To The System

All users shall have a unique User Identification/Account name and password. Access shall be granted based on authenticating the account name and password entered by the user.

☐ I have read and accept the Rules of Behavior

☒ I do NOT accept the Rules of Behavior

Submit

Itineraries

Perdiem Rates

Page Help

From the Organizer page you can:

- Access your My Travel Desktop, where you can review a list of your Travel Documents and create new Travel Documents
- Review and update your User Profile and Travel Preferences

Printable Job Aids

FAQs and Support

"How To"

Organizer

Welcome BRENT.

February 19, 2009

My Approval Desktop



You have 4 document(s) for approval.

[Go to My Approval Desktop](#)

My Travel Desktop



You have 0 document(s).

You have 0 returned document(s).

[Go to My Travel Desktop](#)

Use this link to request, access, and modify travel plan authorizations and expense vouchers.

My Travel Profile



[Access / Update User Profile and Travel Preferences](#)

Help and Support



- [FedTraveler.com Support Center](#)
- [Refresher Web-Based Training \(WBT\) Course for Approvers](#)
- [Refresher Web-Based Training \(WBT\) Course for Travelers](#)
- [Latest Traveler News & System Enhancement Announcements](#)

Personal Information
Financial Information
Employment Information
Credit Card Information
Travel Preferences
Save Profile
Change PIN
Organizer

Page Help
Use this page to review your personal information for accuracy and modify it if necessary.
Required fields are highlighted in yellow and marked with a red asterisk (*).
Printable Job Aids
FAQs and Support
"How To"

User Profile

Any changes made to this page will not be saved in the User Profile until the user goes to the last page in this section via the "Save Profile" link, enters their PIN and clicks the "Save" button.

Personal Information		####6559
*Member ID	TRN231@NASA	
*First Middle Last name	BRENT <input type="text"/> AMES	
*Home Street address	1123 RODMAN DRIVE	
*City State Zip Country	HUNTSVILLE AL <input type="text"/> 35758 USA	
*Home Phone	(256) 123-1234	
Default Airport Code	HSV	
ROB Acceptance Date: 2/4/2009		
All items with the*are required!		

QA Id:FTTRN231NASA

Travel Preferences Menu Bar

**Airline****Rental Car****Hotel****My Travel Info**

Menu Option	Use this option to...
Airline	Enter your frequent flyer membership information.
Rental Car	Enter your preferred car rental company information or frequent renter discount.
Hotel	Enter your preferred hotel chain information or frequent guest discount.
My Travel Info	Add a passport travel document and emergency contact information.

Delivery & Home Address are carried over from the User profile, please verify this information

Access/Update Travel Preferences



To update the airline information:

- Select the Airline tab.
- Click the **Add Airline** button to select the airline name from the drop-down list and type your corresponding frequent flyer number.
- Repeat the above step to add more Frequent Flyer memberships.
- Add airline seating and meal preferences.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info
Airline Name	Frequent Flyer Number	Action	
Only upto 8 airline frequent flyer programs are allowed.			Add Airline
Airline Seating Preference:	No Preference		
Airline Meal Preference:	No Preference		
Save Preferences			

To update the car rental information:

- Select the Rental Car tab.
- Click the **Add Agency** button to select a rental car company from the drop-down list and type the corresponding rental car company membership number.
- Repeat the above step to add more rental car memberships.
- Add rental car special requests in order of preference by using the drop-down boxes.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info
Rental Car Agency		Membership Number	Action
Only upto 6 rental car agency programs are allowed.		<input type="button" value="Add Agency"/>	
Rental Car Special Request:		1st Preference	
Rental Car Special Request:		2nd Preference	
Rental Car Special Request:		3rd Preference	
<input type="button" value="Save Preferences"/>			

To update the hotel information:

- Select the Hotel tab.
- Click the **Add Hotel** button to select from the drop-down list and type the corresponding hotel membership number.
- Repeat the above step to add more hotel memberships.
- Add hotel special requests in order of preference by using the drop-down boxes.
- Click Save Preferences when complete.

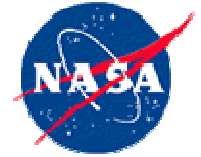
Airline	Rental Car	Hotel	My Travel Info
Hotel	Membership Number	Action	
Only upto 6 hotel membership programs are allowed.			Add Hotel
Hotel Special Request:	1st Preference		
Hotel Special Request:	2nd Preference		
Hotel Special Request:	3rd Preference		
Save Preferences			

To update the hotel information:

- Select the My Travel Info tab.
- Click the **Add Travel Document** button to add a passport number to your account.
- Add the contact information for an emergency contact.
- Click Save Preferences when complete.

Airline	Rental Car	Hotel	My Travel Info	
Document Type	Country	Number	Expiration Date	Action
Only 1 passport entry and upto 3 visas are allowed.			Add Travel Document	
Emergency Contact Information				
Please enter the name and contact information of a person who can be reached in the event of an emergency.				
First Name:		<input type="text"/>		
Last Name:		<input type="text"/>		
Telephone Number:		<input type="text"/>		
Country:		Select Country <input type="button" value="v"/>		
Save Preferences				

ARC Domestic Travel Process




1. Traveler/Admin initiates travel by obtaining the *Travel Request Worksheet* (TRW) from <http://cfo.arc.nasa.gov/travel.html> and submitting it to ARC-CTO@mail.nasa.gov with the following information in the Subject line:
 - Org Code – Date – Traveler Name
(example: Code CS – 041709 – J. Doe)
 - Send the e-mail with “High Priority” (!) if travel is within 48 hours
 - Note: Travel within 24 hours is considered emergency travel and travelers should contact EDS at 1-888-353-5873.
2. Central Travel Office (CTO) reviews TRW and returns it if traveler name, trip dates, location or accounting information is missing.
3. Once TRW contains all necessary information, CTO Preparer prepares Travel Authorization and books reservations.
4. Traveler receives e-mail from FedTraveler.com with link to view itinerary.
5. CTO Preparer sends an email to the traveler and Admin, if applicable, requesting confirmation of the itinerary within 48 hours.

6. Traveler or Admin contacts CTO Preparer to confirm the planned itinerary.
7. CTO Preparer submits Travel Authorization for approval.
8. Approvals are made by fund certifiers and approvers.
9. Traveler receives e-mail from FedTraveler.com with itinerary and travel information prior to travel.
10. Travel takes place.
11. Within five days of travel completion, traveler submits the *Expense Report Worksheet* from <http://cfo.arc.nasa.gov/travel.html> to ARC-CTO@mail.nasa.gov along with receipts as one package.
 - Copies of receipts over \$75 (including all airfare, hotel and rental car receipts regardless of cost) are to be submitted to ARC Central Travel Office via fax (650-604-6082) or mail (MS 203-14).
 - All original receipts should be retained by the traveler for 6 years and 3 months per US Federal Travel Regulations.

12. CTO Preparer creates the expense report.
13. CTO Preparer e-mails the traveler to indicate that an expense report is ready for review.
14. Traveler logs in to <https://www.fedtraveler.com> to review and electronically sign the expense report.
15. Expense report undergoes approvals by fund certifier and supervisor followed by processing by the NASA Shared Services Center (NSSC).
16. Traveler receives reimbursement from the NSSC.

Travel Request Worksheet




 National Aeronautics and Space Administration		PRE-TRAVEL AUTHORIZATION WORKSHEET				
TRAVELER INFORMATION <i>(official or legal name only)</i>						
TRAVELER E-MAIL ADDRESS @nasa.gov	NAME	ORG	PHONE	PAYING ORG CODE(S)		
POC/ALTERNATE E-MAIL ADDRESS	NAME	ORG	PHONE	<input type="checkbox"/> SEND COPY TO POC/ALTERNATE?		
PURPOSE OF TRIP ▼	PURPOSE DESCRIPTION (Name of meeting/presentation/conference/training, type of site visit, etc.)					
TRAVEL INFORMATION						
DATE	DEPART FROM	TIME PREFERENCES	ARRIVE TO	TIME PREFERENCES	LODGING PREFERENCES	COMMENTS
DATE	EXPENSES	COMMENTS		DATE	EXPENSES	COMMENTS
	▼				▼	
	▼				▼	
	▼				▼	
	▼				▼	
	▼				▼	
	▼				▼	
	▼				▼	
	▼				▼	
#	SPECIAL ITEMS	JUSTIFICATION RATE/AMOUNT/ETC.		FUNDING CODE(S) ISSUED BY ORGANIZATION BUSINESS OFFICE:		
	Actual Lodging			WBS		1st Account Code
	Non-Contract Fare			OBJECT CLASS		2nd Account Code
	Special Travel Need			FUND		
ADDITIONAL COMMENT						

NOTE: FMRS 101-10.22 including days spent traveling to and from the duty location, the total number of days spent on official government business must be greater than or equal to the number of days spent on personal business. Authorized rest periods are considered part of official per diem.

ARCxxx (FEB 2009)

Travel Voucher Worksheet



	National Aeronautics and Space Administration	TRAVEL VOUCHER WORKSHEET			
TRAVELER INFORMATION					
TRAVELER E-MAIL ADDRESS @nasa.gov	NAME	ORG			
		PHONE			
PAYING ORG CODE(S)					
EXPENSES EXPENSES					
DATE	EXPENSE TYPE	DISTANCE	RATE	ACTUAL AMOUNT	COMMENTS
	▼				
	▼				
	▼				
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	▼				
	▼				
	▼				
TOTAL					
ADDITIONAL COMMENT					

Signing an Expense Report



- To open an expense report, select the radio dial for the expense report that needs to be signed. The status will be "On Hold".
- Select **"Open Document"** to sign the document.

https://uat.fedtraveler.com - My Travel Desktop - Microsoft Internet Explorer

FedTraveler.com
An EDS Solution

Organizer User Profile Policies & Planning Print Help Tutorial Support Center Logout

My Travel Desktop

Select a Document from the list, then choose an Action below:

	Document Number	Doc Type	Traveler	Status	Final Destination	Begin Date	Msg
<input type="radio"/>	NASA76GGCA0XXST2 0000470	Travel Auth.	TAYLOR L	Approved	HUNTSVILLE, AL	03/05/2004	
<input type="radio"/>	NASA76GGCA0XXST2 0000469	Travel Auth. (SPN)	TAYLOR L	Approved	HUNTSVILLE, AL	03/01/2004	
<input type="radio"/>	NASA76GGCA0XXST2-LTTDY 0000445	Expense Report	TAYLOR L	Complete	BELFAST, FC	02/16/2004	
<input checked="" type="radio"/>	NASA76GGCA0XXST2 0000444	Expense Report	TAYLOR L	On Hold	TOKYO CITY, FC	02/11/2004	
<input type="radio"/>	NASA76GGCA0XXST2 0000442	Travel Auth.	TAYLOR L	Approved	LONDON, FC	02/05/2004	
<input type="radio"/>	NASA76GGCA0XXST2 0000440	Travel Auth.	TAYLOR L	Amended	PARIS, FC	02/01/2004	
<input type="radio"/>	NASA76GGCA0XXST2 0000440-1	Travel Auth.	TAYLOR L	Incomplete	PARIS, FC	02/01/2004	
<input type="radio"/>	NASA76GGCA0XXST2 0000436	Travel Auth.	TAYLOR L	Amended	HUNTSVILLE, AL	01/27/2004	

Total Documents: 76

Choose an Action:

Open Document Amend Document Duplicate Travel Authorization Create Nested Trip

Build Expense Report Document Control Options

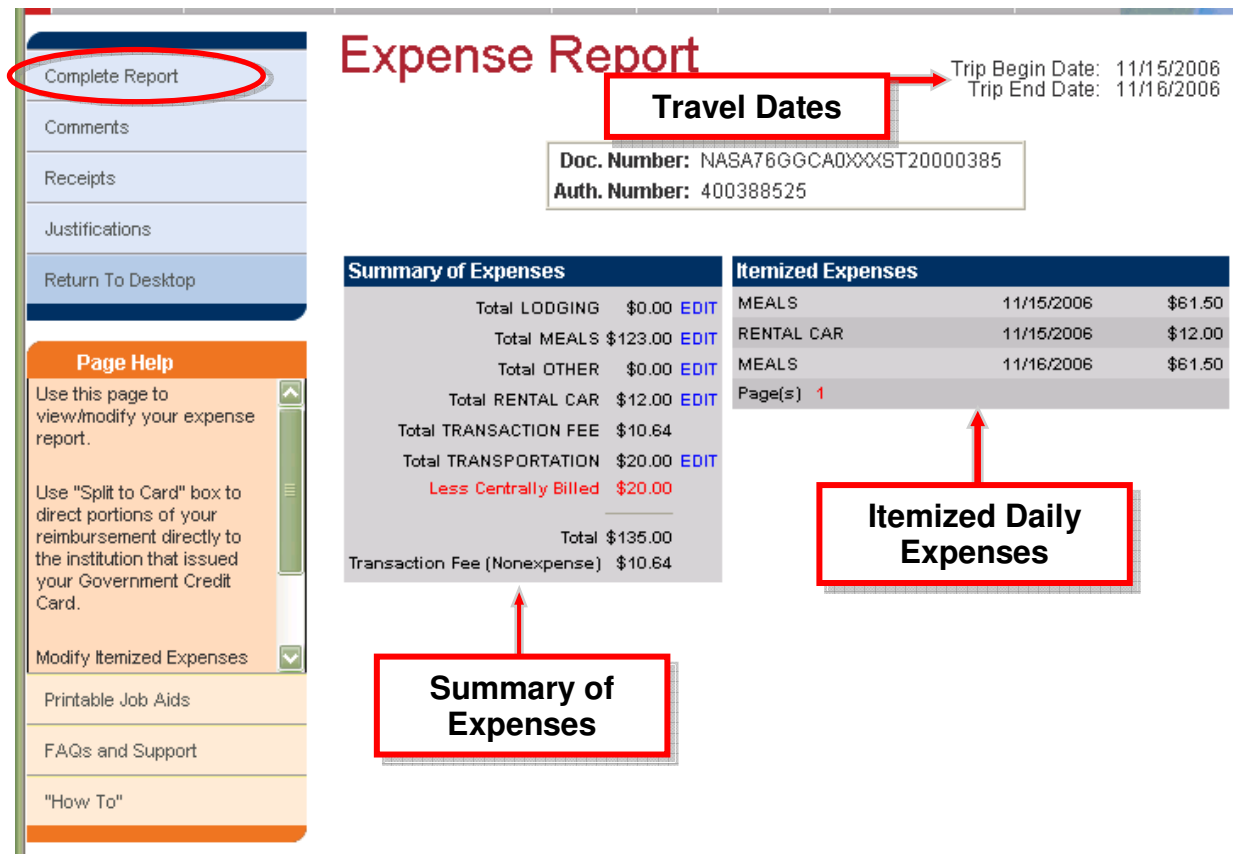
Page Help
Use this page to manage your existing travel documents.

- Select an existing travel document from the table and then choose an action by clicking a button beneath the table.
- Navigate to the list of archived items by choosing the "My

Signing an Expense Report



- The Expense Report page shows a summary of your travel expenses.
- Click **Complete Report** once expenses are confirmed.



Expense Report

Trip Begin Date: 11/15/2006
Trip End Date: 11/16/2006

Travel Dates

Doc. Number: NASA76GGCA0XXXST20000385
Auth. Number: 400388525

Summary of Expenses

Total LODGING	\$0.00	EDIT
Total MEALS	\$123.00	EDIT
Total OTHER	\$0.00	EDIT
Total RENTAL CAR	\$12.00	EDIT
Total TRANSACTION FEE	\$10.64	
Total TRANSPORTATION	\$20.00	EDIT
Less Centrally Billed	\$20.00	
Total	\$135.00	
Transaction Fee (Nonexpense)	\$10.64	

Itemized Expenses

MEALS	11/15/2006	\$61.50
RENTAL CAR	11/15/2006	\$12.00
MEALS	11/16/2006	\$61.50
Page(s) 1		

Itemized Daily Expenses

Summary of Expenses

Complete Report

Page Help

Use this page to view/modify your expense report.

Use "Split to Card" box to direct portions of your reimbursement directly to the institution that issued your Government Credit Card.

Modify Itemized Expenses

Printable Job Aids

FAQs and Support

"How To"

Signing an Expense Report (cont'd)



- Click **Submit Document** when ready to confirm the accuracy of this report.
- You are next prompted by a dialog box to certify the Expense Report.
- After the expense report is signed, the My Travel Desktop page is displayed showing the Expense Report with a status of "*Under Review.*"

Return

Submit Document

Hold Document

Don't Save

Financial Summary

Doc. Number: NASA21AAAAATRNXXX0000140

Page Help

Use this page to review your travel expenses and reallocate them to different Accounting Strings.

- To modify an Accounting String, select the Edit button next to the Accounting String and select the Modify button.
- To add an Accounting

Printable Job Aids

FAQs and Support

"How To"

Enter your trip allocations, then if desired, choose an Action below:

Summary of Expense Categories

Total \$234.72

(Non Expenses) \$10.72

Due Traveler \$224.00

Enter Your Trip Allocations ☒ \$ By Dollar ☐ % By Percent [View All](#)

Accounting String	\$ Amount	% Percent	
+ 21_123456.01.01_ESAX22009D~21AFA~2111~FC000000	234.72	100.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit
+	0.00	0.00	Edit

- Live Labs
 - April 8-10, 10am-12pm, N241 / 149
 - April 13-24, 10am-12pm, N204 / 101A
- Support
 - Travel arrangements: ARC-CTO@mail.nasa.gov
 - General FedTraveler.com how-tos: 4-2000
 - To reach an agent while on domestic travel call:
1-888-353-5873
- ARC Travel website
 - <http://cfo.arc.nasa.gov/travel.html>
 - Quick Reference Guides – Traveler and Approver

Questions?

